



**Solicitation Information**  
**July 18, 2016**

**RFP # 7550794**

**TITLE: Volunteer Guardian Program**

**SUBMISSION DEADLINE: August 15, 2016 at 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

**MANDATORY: NA**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: NA**

**LOCATION: NA**

Questions concerning this solicitation must be received by the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than **July 28, 2016 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

David J. Francis, Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Human Services, Division of Elderly Affairs (“DEA”), is soliciting proposals from qualified entities to operate the *Volunteer Guardian Program* in accordance with the terms of this Request for Proposals and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at <http://www.purchasing.ri.gov>.

The initial contract period will begin approximately November 1, 2016 and continue through June 30, 2017, subject to availability of funds and/or changes in allocation of funding as more particularly described in Section 2 below. The contract may be renewed for up to three (3) additional one (1) year periods at the exclusive option of the State based upon the evaluation of the grantee agency’s performance and subject to availability of funds and/or changes in allocation of funding, as more particularly described below.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov)
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard

HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

16. In order to perform the contemplated services related to the Rhode Island Health Benefits Exchange (HealthSourceRI), the vendor hereby certifies that it is an “eligible entity,” as defined by 45 C.F.R. § 155.110, in order to carry out one or more of the responsibilities of a health insurance exchange. The vendor agrees to indemnify and hold the State of Rhode Island harmless for all expenses that are deemed to be unallowable by the Federal government because it is determined that the vendor is not an “eligible entity,” as defined by 45 C.F.R. § 155.110.

## **SECTION 2: BACKGROUND**

### **Authority**

DEA is the designated State Agency on Aging for the State of Rhode Island, responsible for the development and implementation of a comprehensive, coordinated system of community-based care for citizens sixty years of age and older. A director, appointed by the Governor, manages DEA. Division responsibilities include developing and implementing a State Plan on Aging under the Older Americans Act of 1965, as amended (the “OAA”), serving as the state's Single Planning and Service Agency on Aging under the U.S. Administration for Community Living (“ACL”), advocating for the rights of older individuals, operating services designed to assist seniors to remain independent in the community and funding an array of community based services for the elderly. DEA coordinates these efforts and activities of the State Aging Network through the allocation and monitoring of federal and state funds.

### **Specific Requirements**

DEA administers the Volunteer Guardian Program, which provides volunteer guardianship services to older, at-risk individuals residing throughout Rhode Island. The Volunteer Guardian Program (“VGP”) has been in existence since 2001. As of December 31, 2015 eighty (80) elders had guardians through the VGP, and the VGP had a waiting list of six (6) elders. Substantially all current wards in the VGP reside in nursing homes, assisted living and other residential facilities.

Among other things, DEA is charged under the OAA with providing services that help elders remain in the community. However, to date, very few volunteer guardians have served as guardians for elders living in the community through the VGP. The VGP also from time to time has encountered delays in locating volunteer attorneys to file guardianship petitions to appoint proposed volunteer guardians. Applicants are strongly encouraged to include in their applications proposals that will seek to address these issues.

Eligible applicants are law practices, consisting of not less than two full-time practicing attorneys who are admitted to the Rhode Island Bar, as well as public and private non-profit agencies that have on staff at least one part-time practicing attorney who is admitted to the Rhode Island Bar.

The resulting contract pursuant to this RFP is for the period November 1, 2016 through June 30, 2017. The contract will be renewable at the option of DEA for up to three (3) consecutive additional periods of twelve (12) months each (the first renewal period to commence July 1, 2017, the second renewal period to commence July 1, 2018, and the third renewal period to commence July 1, 2019).

The grantee agency selected by this RFP currently is anticipated to receive up to \$54,344 in State general revenue funding for the initial contract period of eight months from November 1, 2016 through June 30, 2017. In addition, this award may be funded with up to a dollar-for-dollar federal Medicaid administrative match based on services provided by volunteer guardians under the VGP for VGP program wards that result in the receipt by the wards of Medicaid-eligible services. Since the initial contract period begins subsequent to July 1, 2016, the funding available for the initial contract period has been reduced from \$81,512 to \$54,344 on a pro rata basis.

All funding is contingent upon the appropriation by the State of Rhode Island General Assembly of funds specifically allocated to such purposes and subject to changes in allocation of funds. The amount of funding for each of the three (3) twelve month renewal periods commencing July 1, 2017, July 1, 2018 and July 1, 2019, respectively, is anticipated to be \$81,512 (see the immediately preceding paragraph related to the change to the initial grant period), contingent upon the appropriation by the State of Rhode Island General Assembly of funds specifically allocated to such purposes and subject to changes in allocation of funds.

### **SECTION 3: SCOPE OF WORK**

Funds awarded by DEA pursuant to this RFP shall be used exclusively for those services detailed in this Section 3: Scope of Work below in accordance with this RFP, with no exceptions.

The grantee agency shall provide volunteer guardianship services to older, at-risk persons residing throughout the State of Rhode Island who have been identified by a referral source as being in need of a *guardian of the person*.

Eligibility for the VGP requires that the proposed ward be not less than sixty (60) years of age and meet specified financial and functional criteria. Financial eligibility for wards newly enrolled in the VGP during the grant period will be limited to those persons whose income does not exceed two hundred percent (200%) of the Federal Poverty Level (FPL), adjusted annually (in January) by the Federal Government. The annual income guidelines for 2016 are a maximum of \$23,760 for a single person and a maximum of \$32,040 for a couple.

The VGP is **only** for those individuals who meet all of the following eligibility criteria:

1. are sixty (60) years of age or older
2. meet the financial eligibility criteria set forth in the immediately preceding paragraph
3. have a diagnosis of Alzheimer's Disease or a related dementia (as described below) from a qualified physician licensed by the Rhode Island Department of Health and determined by a Probate Court within the State of Rhode Island to be in need of a *guardian of the person*

The National Institute of Neurological Disorders and Stroke within the National Institutes of Health defines dementia as follows:

“Dementia is not a specific disease. It is a descriptive term for a collection of symptoms that can be caused by a number of disorders that affect the brain. People with dementia have significantly impaired intellectual functioning that interferes with normal activities and relationships. They also lose their ability to solve problems and maintain emotional control, and they may experience personality changes and behavioral problems, such as agitation, delusions, and hallucinations. While memory loss is a common symptom of dementia, memory loss by itself does not mean that a person has dementia. Doctors diagnose dementia only if two or more brain functions - such as memory and language skills - are significantly impaired without loss of consciousness. Some of the diseases that can cause symptoms of dementia are Alzheimer's disease, vascular dementia, Lewy body dementia, frontotemporal dementia, Huntington's disease, and Creutzfeldt-Jakob disease. Doctors have identified other conditions that can cause dementia or dementia-like symptoms including reactions to medications, metabolic problems and endocrine abnormalities, nutritional deficiencies, infections, poisoning, brain tumors, anoxia or hypoxia (conditions in which the brain's oxygen supply is either reduced or cut off entirely), and heart and lung problems.” (<http://www.ninds.nih.gov/disorders/dementias/dementia.htm>)

Any type of dementia described above is deemed to be a “related dementia.”

The volunteer guardian may advocate for the appropriate use of the personal needs allowance of the prospective ward. The Rhode Island Good Samaritan Guardian Law (R.I. Gen. Laws § 33-15-4.1) (“Good Samaritan Law”) should apply to cases involving a volunteer guardian upon approval and order of the appropriate probate court.

Notwithstanding the foregoing, wards enrolled in the VGP prior to the commencement of the initial grant period under this RFP shall be deemed to meet the eligibility criteria.

The grantee agency is responsible for developing a program for recruiting, screening, training, monitoring and supervising volunteer guardians, as well as for providing attorneys from the grantee agency to file petitions for guardianship for the VGP. The grantee agency shall purchase and maintain such additional insurance with respect to the VGP as shall be needed beyond the immunity from liability provided by the Good Samaritan Law, and also shall maintain adequate legal malpractice insurance.

The grantee agency shall appoint an employee to be the project coordinator for the VGP. The project coordinator shall have responsibility for administering the VGP, including but not limited to creating training materials, supervising training sessions, supervising volunteer guardians and attorneys, and maintaining such data as shall be required by DEA. If the project coordinator is not an attorney who is a member of the Rhode Island Bar, then the grantee agency also shall appoint an attorney to have responsibility for general oversight of the VGP and supervision of the project coordinator; the attorney must be a member of the Rhode Island Bar and must be, at a minimum, a part-time employee of the grantee agency. The grantee agency shall provide all fiscal, programmatic and outcome reports as shall be required by DEA.

Appropriate safeguards shall be incorporated into the VGP by the grantee agency to ensure that all measures on the continuum of alternatives are explored and the most appropriate and least restrictive pursued. The VGP training shall include education regarding these alternatives, which include but are not limited to: durable power of attorney for health care, living will, petition for instructions, and temporary guardianship.

Applicants should include in their applications proposals for seeking to increase volunteer guardians for seniors living in the community, as well as for ensuring the availability of attorneys to file guardianship petitions in a timely manner.

The grantee agency's responsibilities also shall include the following:

- (a) Recruitment, screening and training of all volunteer guardians;
- (b) Requesting BCI checks of potential guardians to the Office of the Attorney General;
- (c) Initiating referrals to the Rhode Island Bar Association for assignment of a pro bono lawyer to file the Petition for Guardianship at Probate Court for prospective wards, if needed, to supplement from time to time the services provided by attorneys from the grantee agency;
- (d) Identifying and assigning a volunteer guardian as requested by a Probate Court Judge and informing the DEA Liaison when the assignment is finalized;
- (e) Providing on-going training of the volunteer guardians on issues related to the performance of their appointment;
- (f) Increasing the number of volunteer guardians for seniors living in the community and ensuring the availability of attorneys to file guardianship petitions in a timely manner;
- (g) Updating training manuals, as needed;
- (h) Updating policies and procedures, as needed;
- (i) Surveying health facilities on the effectiveness of the VGP and the volunteer guardians;
- (j) Providing quarterly reports to the individual identified by DEA as the "DEA Liaison;"



(k) DEA shall be recognized on all informational and promotional materials related to the VGP. All brochures, posters, advertisements, public announcements and/or media information regarding the VGP shall be submitted for review and approval to the DEA Liaison.

All reports, if any, to any governmental authorities will be provided by DEA. Also, DEA will be the reviewing and approval agency of appeals regarding denials of a volunteer guardian and/or potential ward.

The grantee agency must maintain customary commercial general liability insurance (including automobile coverage) and professional liability insurance in commercially reasonable amounts that will protect the grantee agency in providing the required services under this RFP.

### Reporting Requirements

The grantee agency will be required to comply with all state and federal program requirements, data collection requirements and programmatic and financial reporting requirements related to the project within the required time frames, including without limitation the following: number of unduplicated clients served, location and number of activities held, client demographic information, number of participants (both guardians and wards)/units of service, tracking of all services provided by guardians for Medicaid billing purposes, and grant expenditures.

The grantee agency also will be required to (1) attend all required meetings, webinars, teleconferences, and conferences as required by DEA; and (2) maintain effective communication regarding grant activities with the DEA project manager.

State and federal Medicaid funds will be processed through DEA, and the determination as to the allowability of federal Medicaid administrative matching funds will be made by the State Medicaid Office. Medicaid funding shall be allocated for each period for which payment is being requested based on the services provided by volunteer guardians under the VGP for VGP program wards that result in the receipt by the wards of Medicaid-eligible services during that period. Applicants should not assume that all services provided by guardians under the VGP will result in the receipt by the wards of Medicaid-eligible services. The grantee agency will be required to verify the Medicaid-eligibility of wards with respect to whom it is claiming Medicaid reimbursement and will be required to document the services provided by the VGP volunteer guardians that result in the receipt by wards of Medicaid-eligible services. At the end of each grant period, the allocation of Medicaid funding to the program for that grant period will be reconciled, as needed, to accurately reflect the services provided by VGP volunteer guardians during the grant period for active wards that actually resulted in the receipt by the wards of Medicaid-eligible services during the grant period, and any Medicaid reimbursement amounts will be adjusted accordingly. The grantee agency shall provide such documentation as DEA and/or the State Medicaid Office shall reasonably require in order to properly allocate funding.

## SECTION 4: PROPOSAL

**Narrative and format:** The proposal should include specifically each of the following required elements:

A) **Technical Narrative** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation (**the narrative is limited to ten (10) pages**, excludes any appendices and, as appropriate, resumes of key staff that will provide services covered by this request). The Narrative should describe the applicant's understanding of the State's requirement and a work plan for accomplishing the results proposed, including the following:

1. **Organizational Description** – Describe the organizational history, services and programs provided by the agency. Include here the agency's ability to work with the target populations identified in this RFP. Describe the qualifications, functions and responsibilities of staff members who will be involved with the program. Including, but not limited to, the following:

- a. Articles of Organization of the Applicant; List of Board of Directors, By-Laws (or other appropriate ownership agreement, such as a partnership agreement, if applicable);
- b. Demonstration of Board (or partnership) endorsement, if applicable, supporting the organization's commitment to undertake the proposed project; and
- c. Demonstration that the Applicant is a law practice, consisting of not less than two full-time practicing attorneys who are admitted to the Rhode Island Bar, or a public or private non-profit agency that has on staff at least one part-time practicing attorney who is admitted to the Rhode Island Bar.

2. **Project Plan** -Present a clear outline of the plan of work. Outline the overall goals of the project; the specific objectives; activities and services planned to meet the goals and objectives. Include an organizational plan that will ensure proper and efficient administration of the project, including the proposed location(s) and start-up date.

Applicants should describe with specificity the activities and services they propose to offer during the grant period; and provide all other information that the applicants believe would assist the Technical Review Committee in reviewing the application).

Include an Evaluation Plan as to how the project will measure compliance with the required objectives.

3. **Budget and Financial Capacity**, including 1) the completion of the form which begins on page 12 of this application and 2) a budget narrative (**not to exceed three (3) pages**) which explains, in reasonable detail, the budget for the proposed project and which discloses all other sources of funding for the project. Including, but not limited to, the following:

- a. If applicable, copy of 501 (c) (3) tax exempt IRS Letter, or that of the fiscal sponsor; &
- b. If applicable, documentation of the applicant's federally approved indirect cost rate or the Indirect Cost Rate Certification which is on page 18 of this application.

**DIRECT/INDIRECT COSTS:** In developing proposals, applicants should maximize the use of grant funds for the direct provision of services. To the extent funded by RIDEA funds, indirect charges only may be requested on the RIDEA-funded portion of the direct charges (the indirect cost rate is calculated by dividing the indirect costs of the project by its direct costs). A grantee that has a federally approved indirect rate: the rate charged cannot exceed the federally approved rate, and the current indirect rate agreement must be submitted with this application. A grantee that does not have a federally approved indirect rate may charge an indirect charge of up to 10% and should submit the Indirect Cost Rate Certification which appears on page 18 of this RFP with the application. Except as provided in this paragraph, grant funds are not to be applied to indirect costs.

## **SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. The proposal must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any proposals scoring less than 70 points will be dropped from further consideration. Proposals will be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
<b>Organizational Capacity/Staffing Levels</b>	40
<b>Project Plan Quality</b>	40
<b>Budget Proposal</b>	20
<b>Total Possible Points</b>	100

**Points will be assigned based on the applicant's clear demonstration of its abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.**

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

The Department of Human Services/ Division of Elderly Affairs reserves the exclusive right to select the applicant(s) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

## **SECTION 6: PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [David.Francis@purchasing.ri.gov](mailto:David.Francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550794** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-8100.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550794 Volunteer Guardian Program**” to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

## **RESPONSE CONTENTS**

Responses shall include the following, in addition to the Proposal:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. One (1) completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) (included in the original proposal).
3. A **signed and sealed Proposal** including the **Technical Narrative** (describing the qualifications/background of the applicant and experience with and for similar projects, the project plan, and budget and financial capacity [reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project]), as described in **Section 4** of this solicitation.
4. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word /Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

## **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Every applicant that is awarded funding pursuant to this RFP must enter into a written grant with DEA in a form to be prescribed by DEA (the terms and conditions set forth in this RFP are not inclusive of all the requirements that will be set forth in the grant). The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

**APPENDIX A - BUDGET FOR 11/1/2016 – 6/30/2017**

**PROJECT COSTS**

<i><b>COST CATEGORY</b></i>	<b>TOTAL AMOUNT OF EACH COST (including RIDEA funding)</b>	<b>RIDEA FUNDING ALLOCATED TO EACH COST</b>
<b><i>DIRECT PROGRAM COSTS:</i></b>		
PERSONNEL	\$	\$
FRINGE BENEFITS	\$	\$
CONSULTANTS	\$	\$
IN-STATE TRAVEL	\$	\$
OUT-OF-STATE	\$	\$
PRINTING	\$	\$
SUPPLIES	\$	\$
EQUIPMENT	\$	\$
EDUCATION MATERIALS	\$	\$
OTHER	\$	\$
<b>TOTAL DIRECT CHARGES:</b>	\$	\$
<b>INDIRECT CHARGES:</b>	\$	\$
<b>TOTAL PROJECT COSTS: *</b>	\$	

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\* The Total Project Cost, as well as all resources being applied to the total Project Cost, must be disclosed in this budget.

## APPENDIX B - PROJECT RESOURCES

<b>RESOURCES CONTRIBUTED BY AGENCY:</b>	
USED AS MATCH: <b>NOT APPLICABLE</b>	
<b>CASH: N/A</b>	
<b>IN KIND: N/A</b>	
<b>NOT USED AS MATCH:</b>	
<b>CASH</b>	<b>\$</b>
<b>IN KIND</b>	<b>\$</b>
<b>TOTAL REQUEST FROM RIDEA :</b>	<b>\$</b>
<b>TOTAL PROJECT RESOURCES (must equal total Project costs):</b>	<b>\$</b>

## APPENDIX C - BUDGET JUSTIFICATION

### DIRECT PROGRAM COSTS - DETAIL OF PERSONNEL

NAME POSITION TITLE DESCRIPTION OF GRANT DUTIES	TOTAL ANNUAL SALARY \$	TOTAL ANNUAL FRINGE \$	TOTAL ANNUAL COMPENSATION \$	PERCENTAGE OF TIME DEVOTED TO PROJECT %	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA FOR PERSONNEL					\$

### DIRECT PROGRAM COSTS - DETAIL OF CONSULTANTS

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA					



### EXPLANATION OF ALL OTHER DIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

### EXPLANATION OF INDIRECT EXPENSES

EXPENSE CATEGORY	DESCRIPTION	TOTAL COST \$	TOTAL AMOUNT (\$) CHARGEABLE TO RIDEA GRANT AWARD
TOTAL REQUEST FROM RIDEA			

### EXPLANATION OF OTHER RESOURCES APPLIED TO TOTAL PROJECT COST

DESCRIPTION	AMOUNT

**COMPLETE THIS FORM ONLY IF APPLICABLE – SEE INSTRUCTIONS ON PAGE 11**

## **APPENDIX D**

### **INDIRECT COST RATE CERTIFICATION**

In accordance with the requirements in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards section 2 CFR 200.414 - INDIRECT (F&A) COSTS; any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10 percent.

- As described in § 200.403 Factors affecting allowability of costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

Agency Name: \_\_\_\_\_ has never negotiated an indirect cost rate and acknowledges the requirements set forth in the aforementioned paragraph.

The individual executing this document on behalf of Agency Name: \_\_\_\_\_ represents and warrants that s(he) has been duly authorized to do so.

Agency Name:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title: